



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DOCUMENT PROCESSING SPECIALIST I

Job Number: 20001870

Job Code: 97400V000101

Job Group: 9700 - INFORMATION MANAGEMENT SUPPORT

Job Established: 08/16/1999

Job Revised: 02/24/2006

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Process tax, retirement or other government documents and learn processes involved in coordinating agency document workflow. Prepares documents for imaging by identifying and grouping various form types. Operates processing equipment such as (automated mail sorter/slicer, automated mail extractor, rapid extraction desk, scanner/imager, check encoder) and maintains production reports. Keys document information used to index documents and verifies indexing data. Review incoming documents for accuracy and completeness and route documents to distribute workload; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have two years of clerical, administrative or accounting experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional education will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Extract documents from envelopes manually and by using automated mail extraction equipment. Sorts documents by type tax or other information. Selects the proper program on the mail extraction machine to run the job. Identifies type of processing needed for each form type. Maintains detailed production reports. Learns processes involved in electronic data exchange via encrypted e-mail, file transfer protocol and direct communications links. Sorts miscellaneous tax information according to type of tax and whether or not the return has any money attached. Routes information to proper area. Operates machines (sorter and slicer) and makes routine inspections and repair of the machinery.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in a document processing center.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.